



Catawba County Library System

Computer Tip Sheet July 2006 Computer Vocabulary



CD-ROM DRIVE: Computer disc drive that accepts laser optical CD-ROM discs that resemble music cds. CD-ROM discs have a larger capacity than a regular floppy disc and the preferred method of installing new programs to a computer.

CENTRAL PROCESSING UNIT: Controls the entire computer system, also known as “CPU”. This is the “brains” of the computer.

DISK DRIVE: Computer disc drive that accepts square 3 1/2” diskettes. One way to save files and another way to install new programs. 3 1/2” diskettes, also known as a “floppy”, have less storage capacity than a CD-ROM.

HARD DRIVE: Main storage area inside the computer. This is where all your programs, files, & documents are stored. Usually referred to as the C: drive on the computer.

KEYBOARD: The keyboard is similar to a typewriter and is used for entering information and navigating programs on the computer.

MODEM: Component of the computer that allows you to connect to the Internet via a phone line.

MOUSE: Allows you to point and click on items to access different features, open programs, highlight text, etc. Usually has two buttons and a rolling ball.

OPERATING SYSTEM: The framework in which your computer functions. This is usually already installed on your computer, but it can be changed and/or upgraded. Windows is an example of an operating system.

SOFTWARE: Must have software installed in order to use your computer. These programs can be added to complete a wide variety of tasks. Microsoft Word is an example of software.



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